



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Intern		
Agency: IDEM		BU: 00495
Division: Office of Air Quality (OAQ)		Section/District: Compliance and Enforcement Branch
Job Title: Air Compliance Section Intern		Job Code: 2WST
Working Title (if different from above): Job Opening ID#: 577759		
Reports To: Air Compliance Section Chief.		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

This intern position exists within the Air Compliance Section, Compliance and Enforcement Branch, Office of Air Quality. The purpose of the position is to effectively use all compliance and enforcement tools and resources available to improve air quality in our state by ensuring that all air pollution sources are in compliance with all state and federal air pollution control laws, rules and permits while incorporating innovative voluntary compliance and pollution prevention approaches with the regulated community. The intern works on compliance and enforcement related projects supporting the branch.

Essential Duties/Responsibilities:

Duties will include:

Review and determine National Emission Standards for Hazardous Air Pollutants (NESHAP) applicability of sources to assure information is current in the state and federal databases (ACES and AFS). The duties will include reviewing rule and permits, talking with compliance and enforcement managers, and following up with permitted sources.

Review and determine appropriate North American Industry Classification System (NAICS) codes of sources to assure information in current the state and federal databases (ACES and AFS). The duties will include researching permits, data systems, and following up with permitted sources.

Conduct Stage I vapor recovery inspections of gasoline tankers and gasoline stations to determine compliance with the air pollution control VOC rules.

Conduct inspections of automobiles for tampering of emission controls. Inspections may include used car lots, muffler shops, and fleets.

Conduct inspections at automobile refinishing sources (auto body shops) to determine compliance with the air pollution control VOC rules.

Develop open burning fire training outreach materials for municipal and volunteer fire departments

Audit and review Multimedia Enforcement Tracking (METS) data to assure enforcement information is complete and accurate.

Develop digital inspector templates for auto body, open burning complaints, open burning approvals, and stage I & 2 vapor recovery using the new digital inspector process

Quality assure data migrated from the current compliance database ACES to the new compliance database TEMPO.

Develop reference files/requirements for TEMPO database.

Job Requirements:

Useful knowledge of environmental health sciences, public and environmental health, environmental protection principles and practices.

Ability to gather necessary compliance and enforcement information and complete a final report on activities.

Excellent written and oral communication skills preferred.

Ability to use databases, spreadsheets, and word processing.

Effective planning and organizational skills.

Ability to work independently.

Supervisory Responsibilities/Direct Reports:

The position does not have any supervisory responsibilities.

Difficulty of Work:

Intern works independently researching compliance and enforcement files and databases. Determines the validity of data and determines output and trends in compliance and enforcement data. Uses problem solving, planning, targeting, cause analysis, and decision making methods to complete assignments. Use the following publications: Federal Register, Code of Federal Regulations, Indiana Code, Indiana Administrative Code and Indiana Department of Environmental Management policies, procedures, and guidance. Develops knowledge of industrial and manufacturing processes and air pollution control equipment. Reviews technical reports including quarterly emission reports, annual compliance certifications, permits, and enforcement actions. Evaluates the compliance status of companies using a variety of existing technical data and procedures, laws, rules, and regulations.

Responsibility:

Intern considers numerous complex variables to establish and achieve program goals for the section. Intern is required to observe, analyze and evaluate public and environmental health conditions, then makes decisions utilizing broad and extensive knowledge to determine compliance and suggest recommendations for action

Personal Work Relationships:

Intern works with Compliance and Enforcement Branch staff, other IDEM staff, and managers to research compliance and enforcement files and databases, determine the validity of data, and determine output and trends in compliance and enforcement data. Intern also works with source representatives, citizens, federal, state and local governmental representatives, IDEM staff and managers, and other state offices to maintain and assure compliance with all federal and state air pollution control laws and regulations. Intern displays a positive approach and teamwork to accomplish agency goals

Physical Effort:

The physical effort of office work will be minimal, but will require extended periods of computer use, periodic phone work, and meetings. The physical effort for field work will involve walking and climbing. Climbing can involve climbing on rooftops, use of ladders, and climbing several flights of stairs. Intern will be escorted by IDEM staff at all times. Inspections can last up to a 8-10 hours. Intern should maintain good physical condition.

Working Conditions:

The working conditions will be primarily office work. However, there will be an opportunity to join inspectors on field inspections of manufacturing and industrial sources of air pollution. The field work will include conducting inspections, providing compliance assistance and identifying pollution prevention opportunities at industrial, manufacturing, agricultural, and residential sources. Field conditions may include all types of weather including heat, rain, and wind. Field conditions will include complex and hazardous sites and possible exposure to hazardous substances and health hazards. The intern will be required to wear appropriate personal protective equipment during most inspections due to possible exposure to dangerous environmental conditions. The equipment will include hard hats, eye protection, and hearing protection. The office work will include reviewing reports and data, attending meetings, computer work, and writing and drafting of documents. The office work also includes working with technical staff, consultants, and attorneys



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Employee Name: Intern		(2 positions available)	
Agency: IDEM			BU: 00495
Division: Office of Air Quality (OAQ)		Section/District: Air Permits Branch	
Job Title: Permit Review Section Intern			Job Code: 2WST
Working Title (if different from above): Job Opening ID#:577760			
Reports To: Permit Review Section Chief.			
FLSA Status:		<input checked="" type="checkbox"/> Non-Exempt (OT Eligible)	<input type="checkbox"/> Exempt
			Effective Date :

Purpose of Position/Summary:

This intern position exists within the Permit Review Section, Air Permits Branch, Office of Air Quality. The purpose of the position is to gain an understanding of the permit development process and the related air regulations. The intern will participate in part of a branch project related to new Federal and State requirements to regulate Green House Gases (GHGs). These new requirements will require basic revisions to several source permits in a short period of time. This project requires review of permit applications, including modifications, revisions and amendments and must be completed by July 1, 2012. The intern will assist in this work until that deadline and utilize the skills he/she develops to assist in other permit revision projects as assigned.

Essential Duties/Responsibilities:

Duties will include:

Review applications for Air permit approvals, including Minor Source Operating Permit, Federally Enforceable State Operating Permit and Part 70 permits; and modifications, revisions and amendments to these permits.

Draft permit approvals, which will include drafting conditions that are practically enforceable and assure compliance with state and federal air pollution laws and regulations.

Research state and federal guidance related to permitting and state and federal air pollution laws and regulations.

Job Requirements:

Knowledge of environmental sciences as they relate to air pollution control, principles and practices.

Knowledge of air pollution laws and regulations

Excellent written and oral communication skills preferred.

Effective planning and organizational skills.

Ability to work independently.

Supervisory Responsibilities/Direct Reports:

The position does not have any supervisory responsibilities.

Difficulty of Work:

Intern works independently researching complex and technical data related to permitting. Uses problem solving, planning, and decision making methods to complete assignments. Develops knowledge of industrial and manufacturing processes and air pollution control equipment. Reviews technical reports including permits and enforcement actions. Evaluates the compliance status of companies using a variety of existing technical data and procedures, laws, rules, and regulations.

Responsibility:

Intern considers numerous complex variables to establish and achieve program goals for the section. Intern is required to observe, analyze and evaluate public and environmental health conditions, then makes decisions utilizing broad and extensive knowledge to determine compliance and suggest recommendations for action

Personal Work Relationships:

Intern works with Permits Branch staff, other IDEM staff, officials of the EPA and managers and other state offices to maintain and assure compliance with all federal and state air pollution control laws and regulations. Intern displays a positive approach and teamwork to accomplish agency goals

Physical Effort:

The physical effort of office work will be minimal, but will require extended periods of computer use, periodic phone work, and meetings.

Working Conditions:

The working conditions will be primarily office work. The office work includes reviewing reports and data, attending meetings, computer work, and writing and drafting of documents. The office work includes working with technical staff, consultants, and attorneys.



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Employee Name:		
Agency: IDEM		BU: 00495
Division: Office of Compliance Support/Office of Pollution Prevention & Technical Assistance		Section/District: Office of Voluntary Compliance
Job Title: CTAP Intern		Job Code:
Working Title (if different from above): (Job Opening ID# 577756)		
Reports To: Intern Coordinator or Branch Chief, Office of Voluntary Compliance		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : January, 2012

Purpose of Position/Summary:

The purpose of this intern position is to assist with revisions and updates to the E101 Training Manual and the Indiana Small Business Guide to Environmental, Safety and Health Regulations. The intern will assist with review and editing of these manuals to ensure they are up-to-date with current environmental regulations and are written at the appropriate level for the intended audience. The intern will work closely with IDEM compliance staff for technical revisions.

Essential Duties/Responsibilities:

- Coordinates review of regulatory information with compliance staff.
- Assist Senior Environmental Manager 1 with compilation of revisions and updates.
- Verifies information and data submitted is accurate and free of spelling and/or grammatical errors.
- Edits language for consistent voice and reading level.
- Assists Compliance & Technical Assistance Program staff with other communication and marketing.

Job Requirements:

- Experience with Microsoft Word, Access databases and Excel spreadsheets, internet searches and basic internet use.
- Practical knowledge of principles and practices of general project management
- Excellent written and oral communication skills preferred
- Ability to work without close supervision.
- Ability to maintain confidentiality.
- Ability to compose correspondence on varied topics as assigned.
- Ability to interpret and apply rules, regulations and guidelines.
- Ability to coordinate work in order to keep assigned program area within schedules/timelines.

Supervisory Responsibilities/Direct Reports:

The position does not have any supervisory responsibilities.

Difficulty of Work:

The intern works with a wide variety of relatively standardized tasks in a technical/professional specialty area. Individual situations may be complex, and the intern must choose the applicable techniques and procedures.

Responsibility:

Supervisor provides general instructions when assigning new programs/requirements. Technical instructions may also be given, usually at the request of the intern. Routine work is generally checked by supervisor upon completion.

Personal Work Relationships:

Intern works with agency staff; persons from other government agencies, private companies and nonprofit organizations; and the general public to complete assigned tasks.

Physical Effort:

Majority of the intern's duties require the ability to sit or stand for long periods of time. Some lifting of outreach materials, presentation equipment and display equipment up to 25 pounds is required for promoting programs at trade shows or other events

Working Conditions:

Majority of the intern's duties are performed indoors in a modern work environment



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Intern (2 positions available)		
Agency: Indiana Department of Environmental Management		BU: 00495
Division: Office of Water Quality (OWQ)	Section/District: Drinking Water Branch	
Job Title: Ground Water Section Intern (Job Opening ID# 577747)		Job Code: 2WST
Working Title (if different from above): NA		
Reports To: Ground Water Section Intern Coordinator (Environmental Manager 2 or Senior Environmental Manager) or Section Chief		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : January, 2012

Purpose of Position/Summary:

The intern works as a member of the Ground Water Section supporting the implementation of the Ground Water Monitoring Network and supporting the efforts of the Source Water Protection Program. Incumbent will work independently in the field collecting ground water samples from private and public drinking water wells. Incumbent will have opportunities to be trained in the use of various field logging equipment and their use in ground water sampling. The intern will learn proper ground water sampling techniques for chemical and stable isotope analysis.

Essential Duties/Responsibilities:

Duties will include:

1. preparation and routine maintenance of field logging equipment for water data collection; ground water sampling using ground water sampling techniques for a range of chemical analyses sample delivery, field location mapping, data management and analysis quality assurance/quality control (QA/QC) checks on data;
2. Personal safety equipment and training will be provided when necessary for field work.

Job Requirements:

Interest in and experience in ground water and geology is highly desirable. The job may require overnight travel from June through as long as possible in August or September to accommodate fieldwork necessities. The applicant should be able to read maps and efficiently find remote sampling locations. The intern should have a valid driver's license, since they will be driving to sample locations. Experience with Microsoft Office (Access and Excel), ESRI ArcGIS experience is desirable, but not required. Knowledge of environmental health sciences, public and environmental health. Ability to communicate, verbally and in writing, with individuals and in group situations.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Incumbent carries out assignments using complex methods, procedures, and practices particularly in the ground-water field. This process requires careful judgment and interpretation in arriving at reliable information and results of studies done. Judgment is exercised in situations that go beyond accepted rules, methodology guidelines, and techniques concerning a variety of complex situations and problems, often new in nature.

Responsibility:

Incumbent receives detailed and general instructions. Supervision is moderate. Incumbent is responsible for following instructions, work is reviewed in process or upon completion. Work is reviewed upon completion by higher-level managers for soundness of judgment and conclusions technical accuracy, and conformance with practice and policy. Establishes work priority.

Personal Work Relationships:

The intern works with agency staff, persons from other government agencies, and the general public to complete assigned tasks in specialty/administrative program. The intern reports either to the Section Chief, Intern Coordinator or Field Crew Leader.

Physical Effort:

The position requires the physical effort necessary to perform typical office setting related activities. The position also requires the ability to occasionally lift and carry short distances up to 30 pound objects such as ice coolers and related ground water sampling equipment in the field. The incumbent performs the work in office and outdoors in the field season for collection of environmental data for water quality assessments. During the field season, usually June through August, the work may involve physical exertion for moving and carrying heavy equipment and sampling gear to and from the office into the field to collect the environmental samples under a wide range of weather conditions

Working Conditions:

The work performed by the intern occurs in the field and in the office. The field work will involve collecting biological and water samples as well as stream flow and habitat measurements from flowing waterbodies by wading, boating, accessing from shore or bridge. During the sampling season, at times, the incumbent may have to work in inclement and severe weather conditions as well. Also while sampling, incumbent occasionally may be exposed to fumes, acids, some unknown toxics in water as well as poisonous plants, stinging insects, and being bitten by wild animals. Based on job requirements, protective gear such as personal flotation devices, chest waders, gloves, and hearing protection will be needed to be worn during certain field sampling activities while eye goggles, face protection shields, aprons, and powder free chemical resistant gloves are worn when working with chemicals.



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State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: IDEM		BU: 00495
Division: Office of Compliance Support/Office of Pollution Prevention & Technical Assistance		Section/District: Pollution Prevention
Job Title: E-Waste and Governor's Award Intern		Job Code: 2WST
Working Title (if different from above): Job Opening ID# 577757		
Reports To: Pollution Prevention Section Chief, Office of Pollution Prevention & Technical Assistance		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : January, 2012

Purpose of Position/Summary:

The purpose of this intern position is to assist in the administration of the Indiana Electronic Waste Program and the Governor's Awards for Environmental Excellence Program. The intern will assist with tracking and verifying statutorily-required registration and reporting for electronics manufacturers and e-waste collectors and recyclers throughout the state, as well as assisting with outreach and special events for the Electronic Waste Program (IC 13-20.5). The intern will also assist with coordination of nomination scoring and award candidate site visits for the Governor's Awards Program.

Essential Duties/Responsibilities:

- Assists in managing the daily operations of the E-Waste program and the Governor's Awards for Environmental Excellence.
- Works with electronics manufacturers, e-waste collectors, and e-waste recyclers who are participating in the Electronic Waste Program to collect annual data and manage reporting.
- Quality assures information and data submitted by Electronic Waste Program participants via email and telephone.
- Prepares reports for internal and external use to communicate program results.
- Assists E-Waste program manager with planning for outreach and special events.
- Assists in project management and tracking of data by nominees for Governor's Awards for Environmental Excellence.
- Assists Governor's Awards program manager with coordination of nomination review and scoring.
- Assists Governor's Awards program manager with coordination and completion of site visits for award candidates.

Job Requirements:

- Experience with Microsoft Word, Access databases and Excel spreadsheets, internet searches and basic internet use.
- Practical knowledge of principles and practices of general project management
- Ability to work without close supervision.
- Ability to maintain confidentiality.
- Ability to compose correspondence on varied topics as assigned.
- Ability to interpret and apply rules, regulations and guidelines.
- Ability to coordinate work in order to keep assigned program area within schedules/timelines.

Supervisory Responsibilities/Direct Reports:

The position does not have any supervisory responsibilities.

Difficulty of Work:

The intern works with a wide variety of relatively standardized tasks in a technical/professional specialty area. Individual situations may be complex, and the intern must choose the applicable techniques and procedures.

Responsibility:

Supervisor provides general instructions when assigning new programs/requirements. Technical instructions may also be given, usually at the request of the intern. Routine work is generally checked by supervisor upon completion.

Personal Work Relationships:

Intern works with agency staff; persons from other government agencies, private companies and nonprofit organizations; and the general public to complete assigned tasks in the Electronic Waste and Governor's Awards programs.

Physical Effort:

Majority of the intern's duties require the ability to sit or stand for long periods of time. Some lifting of outreach materials, presentation equipment and display equipment up to 25 pounds is required for promoting programs at trade shows or other events

Working Conditions:

Majority of the intern's duties are performed indoors in a modern work environment



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Employee Name: Intern		(7 positions available)	
Agency: IDEM			BU: 00495
Division: Office of Land Quality (OLQ)		Section/District: Science Services & Remediation Services Branch	
Job Title: Institutional Controls (IC) Registry Intern			Job Code: 2WST
Working Title (if different from above): Job Opening ID#:577754 & 577755			
Reports To: State Cleanup Section Chief			
FLSA Status:		Effective Date :	
<input checked="" type="checkbox"/> Non-Exempt (OT Eligible)		<input type="checkbox"/> Exempt	

Purpose of Position/Summary:

This intern position will conduct work activities in either the Science Services & Remediation Branches, Office of Air Quality. The purpose of the position is to update, add to and effectively ensure that all applicable data is provided for the Institutional Controls (IC) registry's tracking efforts to provide public information on cleanup sites in Indiana communities.

Essential Duties/Responsibilities:

Duties will include:

- Identifying the site's specific land and groundwater use restrictions from the Institutional Controls (IC) Registry (database maintained by OLQ).
- Visiting closed remediation sites around the state to verify the land and groundwater use restrictions have not been violated.
- Collecting GPS points at the site if necessary.
- Visiting each County Recorder's office to verify the Environmental Restrictive Covenant document was filed for the site.
- Updating the IC Registry with collected information.
- Providing GIS support for the Institutional Control (IC) Registry by verifying deed descriptions of Environmental Restrictive Covenants (ERCs) and creating spatial representation (polygon) of those ERC areas. There are approximately 200 historical sites that need to be addressed

Job Requirements:

- Knowledge of environmental health sciences, public and environmental health, environmental protection principles and practices.
- Ability to gather necessary information and complete a final report on activities.
- Excellent written and oral communication skills preferred.
- Ability to utilize GIS, databases, spreadsheets, and word processing.
- Effective planning and organizational skills.
- Ability to work independently.
- Practical knowledge of principles and practices of general project management
- Ability to compose correspondence on varied topics as assigned.
- Ability to interpret and apply rules, regulations and guidelines.

Supervisory Responsibilities/Direct Reports:

The position does not have any supervisory responsibilities.

Difficulty of Work:

The intern carries out assignments using complex methods, procedures, and practices. This process requires careful judgment and interpretation in arriving at reliable information and results of studies done. Judgment is exercised in situations that go beyond accepted rules, methodology guidelines, and techniques concerning a variety of complex situations and problems, often new in nature.

Responsibility:

The intern receives detailed and general instructions. Supervision is moderate. Incumbent is responsible for following instructions, work is reviewed in process or upon completion. Work is reviewed upon completion by higher-level managers for soundness of judgment and conclusions technical accuracy, and conformance with practice and policy. Establishes work priority.

Personal Work Relationships:

Intern works with agency staff and managers to conduct research and to determine the validity of data. Intern can also work with source representatives, citizens, federal, state and local governmental representatives and other state offices. Intern displays a positive approach and teamwork to accomplish agency goals

Physical Effort:

Majority of the intern's duties require the ability to sit or stand for long periods of time. Some lifting o up to 25 pounds may be required for work conducted in the field

Working Conditions:

The working conditions will be primarily office work. However, there will be opportunitie to collect data on field expeditions. Field conditions may include all types of weather including heat, rain, and wind. Field conditions will include complex and hazardous sites and possible exposure to hazardous substances and health hazards. Name will be required to wear appropriate personal protective equipment during most inspections due to possible exposure to dangerous environmental conditions. The equipment will include hard hats, eye protection, and hearing protection. The office work will include reviewing reports and data, attending meetings, computer work, and writing and drafting of documents. The office work may include working with technical staff, consultants, and attorneys.



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Employee Name: Intern		
Agency: IDEM		BU: 00495
Division: Finance Division		Section/District: Information Services
Job Title: Information Services Intern		Job Code: 2WST
Working Title (if different from above): Job Opening ID#:577758		
Reports To: Intern Coordinator or Information Services Director		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

This intern position exists within Information Services, Finance Division, Office of the Chief of Staff .The purpose of the position is to effectively respond to user issues or system events by assembling relevant information, collaborating with others who are responsible for or provide expert knowledge and guidance in troubleshooting enterprise software issues, and then take action to resolve the issue. The intern will work directly with IDEM’s Information Services team to support ongoing IT projects which include Tools for Environmental Management and Protection Organizations (TEMPO), Virtual File Cabinet (VFC), Microsoft SharePoint, and Digital Inspector.

Essential Duties/Responsibilities:

Under supervision and with training, the IS Intern will

Assist employees (in person, over the telephone, and via email) with questions and issues related to the use of Tools for Environmental Management and Protection Organizations (TEMPO), Virtual File Cabinet (VFC), Microsoft SharePoint, and Digital Inspector.

Assist with test script development, user acceptance testing, standard operating procedure development, training material development to support the continued deployment of TEMPO to all applicable agency program sections

Prepare updates for the IDEM Extranet to provide employees information about changes in procedures, updates, diagnostics, or problems;

Work on special IS projects as assigned by the IS Director.

Spot review TEMPO data to assure information is complete and accurate.

Audit and review submitted digital inspector templates for completeness

Job Requirements:

Excellent customer service skills; ability to multi-task; working knowledge of Windows Operating Systems hardware; and general knowledge of application software; the ability to take direction and work independently; strong written and verbal communication skills; self motivated; good time management skills and keen attention to details. Application development knowledge would be helpful

Supervisory Responsibilities/Direct Reports:

The position does not have any supervisory responsibilities.

Difficulty of Work:

The intern will have regular involvement in user support, troubleshooting, and limited software application development. The intern works with a wide variety of relatively standardized tasks in a

technical/professional specialty area. Individual situations may be complex, and the intern must choose the applicable techniques and procedures.

Responsibility:

Supervisor provides general instructions when assigning new programs/requirements. Technical instructions may also be given, usually at the request of the intern. Routine work is generally checked by supervisor upon completion. Intern considers numerous complex variables to establish and achieve program goals for the section.

Personal Work Relationships:

Intern works with Information Services staff, other IDEM staff, and managers to complete assigned tasks. Intern displays a positive approach and teamwork to accomplish agency goals

Physical Effort:

The majority of the intern's duties require the ability to sit, squat or stand for periods of time. Some lifting of equipment up to 25 pounds may be required .

Working Conditions:

The majority of the intern's duties are performed indoors in a modern work environment



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This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Intern (2 positions available)		
Agency: Indiana Department of Environmental Management		BU: 00495
Division: Office of Water Quality (OWQ)		Section/District: Operations, Surface Water & Enforcement Branch
Job Title: Wetlands & Storm Water Section Intern (Job Opening ID#: 577751)		Job Code: 2WST
Working Title (if different from above): NA		
Reports To: Wetlands & Storm Water Section Intern Coordinator (Environmental Manager 2 or Senior Environmental Manager) or Section Chief		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : January, 2012

Purpose of Position/Summary:

This position serves in the Wetlands & Storm Water Section, Operations, Surface Water & Enforcement Branch in IDEM's Office of Water Quality (OWQ). The summer intern will be employed as a project team member under the supervision of Wetlands & Storm Water staff.

Essential Duties/Responsibilities:

Specific duties will include, but are not limited to:

- Perform field work related to assessment of wetland resources.
- Perform research and assemble documentation that identifies water quality measures that will promote water quality through the use of storm water quality measures that will protect wetlands and promote the use of artificial wetland measures in water quality protection.
- Assist with revision and development of program resource materials, including brochures, manuals and guidance documents.
- Assist in reviewing and making recommendation to the program website. The recommendations will include checking existing functions, identification of additional resource information, and researching in the creation of an interactive approach to learning about the importance of wetlands and storm water management.
- Assist Project Managers with processing and reviewing applications for 401 WQC and Isolated Wetlands

Job Requirements:

The intern for this position should possess an understanding of biological, wetland, and/or natural resources. The applicant should be able to read maps and efficiently find remote sampling locations. Organizational skills, database experience, and general familiarity with computer systems is desired.

Supervisory Responsibilities/Direct Reports:

Not Applicable.

Difficulty of Work:

the intern works with a wide variety of relatively standardized tasks in a technical/professional specialty area. Individual situations may be complex, and incumbent must choose the applicable techniques and procedures.

Responsibility:

Intern Supervisor provides general instructions when assigning new programs/professional. Technical instructions may also be given, usually at the request of the incumbent. Routine work is generally checked by supervisor upon completion.

Personal Work Relationships:

The intern works with agency staff, persons from other government agencies, and the general public to complete assigned tasks in specialty/administrative program. The intern reports either to the Section Chief, Intern Coordinator or Project Manager.

Physical Effort:

The intern performs the work in office and out of doors in the field season for collection of environmental data for water quality assessments. During the field season, usually June through September, the work may involve physical exertion for moving and carrying heavy equipment and sampling gear to and from the office into the field to collect the environmental samples under a wide range of weather conditions.

Working Conditions:

The work performed by the intern occurs in the field and in the office. The field work will involve collecting biological and water samples as well as stream flow and habitat measurements from flowing waterbodies by wading, boating, accessing from shore or bridge. During the sampling season, at times, the incumbent may have to work in inclement and severe weather conditions as well. Also while sampling, incumbent occasionally may be exposed to fumes, acids, some unknown toxics in water as well as poisonous plants, stinging insects, and being bitten by wild animals. Based on job requirements, protective gear such as personal flotation devices, chest waders, gloves, and hearing protection will be needed to be worn during certain field sampling activities while eye goggles, face protection shields, aprons, and powder free chemical resistant gloves are worn when working with chemicals.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Intern (6 positions available)		
Agency: Indiana Department of Environmental Management		BU: 00495
Division: Office of Water Quality (OWQ)		Section/District: Watershed Planning and Assessment Branch
Job Title: Probabilistic Monitoring or Targeted Monitoring Section Intern		Job Code: 2WST
Working Title (if different from above): Job Opening ID#: 577746		
Reports To: Probabilistic Monitoring or Targeted Monitoring Section Intern Coordinator (Environmental Manager 2 or Senior Environmental Manager) or Section Chief		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : January, 2012

Purpose of Position/Summary:

This position serves in the Probabilistic or Targeted Monitoring Section Watershed Planning and Assessment Branch in IDEM's Office of Water Quality (OWQ). The summer intern will be employed as a field and laboratory team member under the supervision of Probabilistic Monitoring or Targeted Monitoring staff.

Essential Duties/Responsibilities:

Duties will include:

equipment preparations and routine maintenance;
the collection of different fishes for fish community assessment and fish tissue using electrofishing techniques on lakes and streams;
collection of aquatic macroinvertebrates using d-nets on streams; habitat assessments;
quality assurance/quality control (QA/QC) checks on data;
laboratory processing and preservation of aquatic macroinvertebrate and fish community samples collected.

Sample collections are performed by wading into rivers and streams or from a boat. Personal safety equipment and training will be provided when necessary for field and laboratory work.

Job Requirements:

Prior experience in field sampling is desired, and the applicant must have a valid driver's license. The job requires overnight travel (2-3 nights per week) from June through as long as possible in August or September to accommodate fieldwork necessities. The applicant should be able to read maps and efficiently find remote sampling locations. Organizational skills, database experience, and general familiarity with computer systems is desired. At least one course in basic chemistry with laboratory training to understand the basics of safe handling and transportation of concentrated acids, strong bases, and other hazardous materials is preferred.

Supervisory Responsibilities/Direct Reports:

Not Applicable.

Difficulty of Work:

the intern works with a wide variety of relatively standardized tasks in a technical/professional specialty area. Individual situations may be complex, and incumbent must choose the applicable techniques and procedures.

Responsibility:

Intern Supervisor provides general instructions when assigning new programs/professional. Technical instructions may also be given, usually at the request of the incumbent. Routine work is generally checked by supervisor upon completion.

Personal Work Relationships:

The intern works with agency staff, persons from other government agencies, and the general public to complete assigned tasks in specialty/administrative program. The intern reports either to the Section Chief, Intern Coordinator or Field Crew Leader.

Physical Effort:

The intern performs the work in office and outdoors in the field season for collection of environmental data for water quality assessments. During the field season, usually June through September, the work may involve physical exertion for moving and carrying heavy equipment and sampling gear to and from the office into the field to collect the environmental samples under a wide range of weather conditions.

Working Conditions:

The work performed by the intern occurs in the field and in the office. The field work will involve collecting biological and water samples as well as stream flow and habitat measurements from flowing waterbodies by wading, boating, accessing from shore or bridge. During the sampling season, at times, the incumbent may have to work in inclement and severe weather conditions as well. Also while sampling, incumbent occasionally may be exposed to fumes, acids, some unknown toxics in water as well as poisonous plants, stinging insects, and being bitten by wild animals. Based on job requirements, protective gear such as personal flotation devices, chest waders, gloves, and hearing protection will be needed to be worn during certain field sampling activities while eye goggles, face protection shields, aprons, and powder free chemical resistant gloves are worn when working with chemicals.